

31 JAN 1980

Exempt from automatic downgrading and declassification

80-299

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Harry E. Fitzwater  
Director of Personnel  
Policy, Planning, and Management

SUBJECT : Agency Personnel Evaluation System

REFERENCE : Memo for Heads of Career Services fr DDCI dtd 13 Apr 78,  
subj: Establishment of Career Service Panels for the  
Career Management of Secretarial and Clerical Personnel

1. Action requested: It is requested that you approve the recommendation contained in paragraph 3.

2. Background:

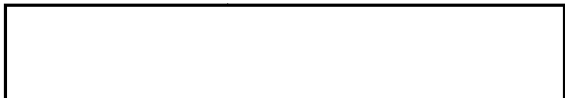
a. At the 6 December 1979 Executive Committee meeting, the Heads of the five Career Services and the Director and Deputy Director of Personnel Policy, Planning, and Management were asked to develop an Agency Personnel Evaluation System. The proposal was presented at the 18 December 1979 Executive Committee meeting and accepted with some minor revisions. These revisions have been included in the attachment to this memorandum.

b. The attachment has been expanded to include a Directorate-wide Senior Secretarial and Clerical Board in consonance with your 13 April 1978 memorandum on the career management of secretarial and clerical employees.

c. The attachment affirms the Agency policy of having all CIA employees evaluated for career development, promotion and value to service by a panel system.

d. Uniform precepts are being developed for use Agency-wide. These will be discussed at the January meeting of the Personnel Management Advisory Board and submitted to you for approval.

3. It is recommended that you approve the attachment.

  
Harry E. Fitzwater

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Attachment

AGENCY PERSONNEL EVALUATION SYSTEM

POLICY STATEMENTS:

1. All CIA employees below SIS-4 will be evaluated for career development, promotion and value to service by a personnel board or panel system.
2. Depending upon the composition and needs of the Career Service, the boards or panels in a given Career Service may function on either a Career Service-wide basis or on a competitive subgroup basis.
3. Uniform personnel evaluation board and panel precepts will be prescribed for use Agency-wide.

/s/ Frank C. Carlucci

APPROVED: Deputy Director of Central Intelligence

DISAPPROVED: Deputy Director of Central Intelligence

DATE: 25 FEB 1980

CAREER SERVICE BOARD

(Directorate-Wide)

FUNCTION	COMPOSITION	COVERAGE	APPROVAL	REMARKS
Evaluation for:  1. Promotion	NFAC, DDA, DDS&T and E Career Service  appointed from Heads of Offices	1. To GS-15	Head Career Service	Recommendations from Career Sub-Group. Exceptions to the Board recommendations approved by the DCI/DDCI and reported to the Director of Personnel Policy, Planning, and Management
		2. GS-15 to SIS and within SIS to SIS 3.	DCI	Based on Advice of Head of Career Service. Exceptions to Board Recommendations Noted
2. Value to Service	DDO  Assigned by DDO: GS-15 to SIS- 1 by SIS-3&4s	1. GS-15	Head Career Service	
a. Potential		2. SIS-1, 2 and 3.		
b. Assignments				
c. Training				
3. Executive Development	SIS-1 to SIS-2 by SIS-4s  SIS-2 to SIS-3 by SIS-4s	1. GS-15 2. SIS-1, 2 and 3	Head Career Service (Except for selected SIS-3's who may be of DCI/DDCI concern)	Recommendations made by Head Career Service. Agency Executive Development Panel identifies for DCI/DDCI approval and monitors inter-directorate rotations.

SENIOR SECRETARIAL AND CLERICAL BOARD

(Directorate-Wide)

FUNCTIONS	COMPOSITION	COVERAGE	APPROVAL	REMARKS
ation for: Promotion and Value to Service a. Potential b. Assignment c. Training	Members must be at least two grades senior. <u>NFAC, DDA, DDS&amp;T</u> and <u>E Career Service</u> Nominated by each Office Head and appointed by Head Career Service. <u>DDO</u> Assigned by DDO.	GS-08 and above	Deputy to Head Career Service	Exceptions to Board recommendations approved by the Head of the Career Service and reported to the Director of Personnel Policy, Planning, and Management.

APPROVED (S) Frank C. Carlsson

NOT APPROVED ( )

CAREER SERVICE SUB-GROUP PANEL

FUNCTION	COMPOSITION	COVERAGE	APPROVAL	REMARKS
Evaluation for: 1. Promotion	NEAC, DDA, DDS&T and E Career Service  Appointed from Division Chiefs or Equivalent.	1. Advise on GS-15  2. Recommends to (to) GS-13 and GS-14	  Heads of Offices ----- DDO	Provides Advise to Career Service Board  Exceptions to Panel Recommendations Ap- proved by the Head of Career Service and reported to Office of Personnel Policy, Planning, and Manage- ment.
2. Value to Service a. Potential b. Assignments c. Training	Chaired by Deputy Director of Office.  DDO	1. Advise on GS-15  2. GS-13 & GS-14	  Heads of Offices ----- DDO	Advise Career Service Board.
3. Executive Development	Assigned by DDO: GS-13 to GS-14 by GS-15s  GS-14 to GS-15 by SIS-1 and SIS-2s.	1. Advise on GS-14 & GS-15  2. GS-13	Head of Career Service  Heads of Offices ----- DDO	

CAREER SERVICES SUB-GROUP ADVISORY PANELS

FUNCTIONS	COMPOSITION	COVERAGE	APPROVAL	REMARKS
Evaluation for: 1. Promotion and 2. Value to Service a. Potential b. Assignment c. Training	Supervisors at least GS-13	%GS-10 through GS-12	Heads of Offices ----- DDO	Exceptions to Panel Recommendations Ap- proved by the Head of Career Service and Reported to the Office of Personnel Policy, Planning, and Manage- ment.
	Members must be at least GS-12	% GS-07 through GS-09	Heads of Offices ----- DDO	
	Members must be at least GS-10	% Clerical GS-07 and below	Heads of Offices ----- DDO	